

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**THIRD AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
EPISCOPAL COMMUNITY SERVICES**

THIS AMENDMENT of the **April 7, 2021** Grant Agreement (the "Agreement") is dated as of **February 15, 2025** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to update the grant amount, and extend the agreement term; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **XX-XXX** on **December 5, 2024**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **XX-XXX** on **January XX, 2024**; and

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) "Agreement" shall mean the Agreement dated **April 7, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**; and **Second Amendment**, dated **July 1, 2024**.

2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **February 15, 2021** and expire **January 31, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby replaced in its entirety to read as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2027**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Dollars (\$9,999,000)**.

Such section is hereby replaced in its entirety to read as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty One Million Five Hundred Twenty Four Thousand Nine Hundred Eighty Dollars (\$21,524,980)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Sixteen Thousand Two Hundred Fifty Five Dollars (\$1,516,255)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

2.3 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications

hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street
San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: Episcopal Community Services
165 Eighth Street, 3rd Floor
San Francisco, CA 94103
Attn: Mary Elizabeth Stokes
Email: bstokes@ecs-sf.org

Any notice of default must be sent by certified mail or other trackable written communication.

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

15.3 Change of Address. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

2.4 Section 17.6 Entire Agreement of the Agreement is hereby deleted and replaced with the following:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided (dated February 15, 2025)
Appendix B, Budget (dated February 15, 2025)
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants (dated February 15, 2025)

2.5 Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated February 15, 2025), for the period of February 15, 2025 to June 30, 2027.

2.6 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated February 15, 2025), for the period of February 15, 2021 to June 30, 2027.

2.7 Appendix D, Interests in Other City Grants, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated February 15, 2025).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: _____
Shireen McSpadden
Executive Director

By: _____
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

Appendix A: Services to be Provided
by
Episcopal Community Services
Rapid Rehousing for Adults

I. Purpose of Grant

The purpose of the grant is to provide short-to-medium term Rapid Rehousing (RRH) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing and exiting to rent stability.

II. Served Population

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

III. Referral and Prioritization

All new participants will be referred by the San Francisco Department of Homelessness and Supportive Housing (HSH) via Coordinated Entry, which organizes the City and County of San Francisco's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

IV. Description of Services

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). RRH services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
 - a. Search for and secure housing;
 - b. Increase income, connect to benefits. and secure employment

- c. Pursue educational goals, trainings, or certifications;
 - d. Improve credit history and build savings;
 - e. Address physical or behavioral health challenges; and
 - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
 5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
 6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
 7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
 8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
 9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
 10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
 11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
 12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the

greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
9. Grantee shall communicate the following expectations with participants:

- a. Contribution toward the rent is due on the first month and how to make the payment; and
 - b. How much the participant is responsible for each month; and
 - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
 14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:

1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support,

Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
 2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
 3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
 4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
 5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.
- F. Workforce Development Services:
1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
 2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
 3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
 4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
 5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency

- (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;
6. Grantee shall provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
 7. Grantee shall match tenants with employment opportunities and coach them through the job search process;
 8. Provide training and support to employers and tenants to ensure job retention after placement.

V. Location and Time of Services

Grantee shall provide services at Episcopal Community Services sites Monday through Friday from 9:00 am to 5:00 pm Grantee shall provide services at participants' houses or other field locations, as needed. Grantee shall also be available, by arrangement, on other days including early evening and weekends at locations convenient to the client.

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without

discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

J. Feedback, Complaint, and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with completion of the survey if the written format presents any problem.

K. City Communications and Policies: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.¹
 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
 2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
 2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
 3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Workforce Development Services

1. Grantee shall offer 100 percent of participants with Workforce Development Services; and
2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.

F. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE System data:

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$.

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
3. At least 75 percent of participants will be referred to community resources.

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.

1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - 1. The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination; and
 - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation

program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE System may include, but is not limited to, the audit of data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	2/15/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/15/2021	1/31/2025	4
6	Amended Term	2/15/2021	6/30/2027	7
7	Program	Rapid Rehousing for Adults		
8	F\$P Contract ID#	1000020986		
9				
10	Approved Subcontractors			
11	N/A			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	APPENDIX B, BUDGET																								
3	Document Date	2/15/2025																							
4	Contract Term	Begin Date	End Date	Duration (Years)																					
5	Current Term	2/15/2021	1/31/2025	4																					
6	Amended Term	2/15/2021	6/30/2027	8																					
7	Program	Rapid Rehousing for Adults																							
8	F\$P Contract ID#	1000020986																							
9																									
10	Number Served				Year 1	Year 2	Year 3	Year 4	EXTENSION YEAR Year 5	EXTENSION YEAR Year 6	EXTENSION YEAR Year 7														
11	Service Component:				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027														
12	Housing Focused Case Management				25	50	100	130	79	123	80														
13	Housing Location				25	50	125	154	123	188	119														
14	Housing Coordination				25	50	125	154	123	188	119														
15	Landlord Liaison				25	50	125	154	123	188	119														
16	Subsidy Administration				25	50	125	154	123	188	119														
17																									
18																									
19																									
20																									
21		Original RRH	Adult RRH Expansion	Total																					
22	Housing-Focused Case Management	130	60	190																					
23	Housing Location	230	75	305																					
24	Housing Coordination	230	75	305																					
25	Landlord Liaison	230	75	305																					
26	Subsidy Administration	230	75	305																					
27																									

	A	B	C	D	G	J	M	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	2/15/2025						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	1/31/2025	4				
6	Amended Term	2/15/2021	6/30/2027	7				
7	Provider Name	Episcopal Community Services						
8	Program	Rapid Rehousing for Adults						
9	F&P Contract ID#	1000020986						
10	Contract Action	Amendment						
11	Effective Date	2/15/2025						
12	Budget Name	Prop C - Adult Rapid Rehousing						
13		Current	New					
14	Term Budget	\$ 9,900,361	\$ 20,008,725	15%				
15	Contingency	\$ 98,639	\$ 1,516,255					
16	Not-To-Exceed	\$ 9,999,000	\$ 21,524,980					
17								
18					Year 1	Year 2	Year 3	Year 4
19					4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
20					Actuals	Actuals	Actuals	Actuals
21	Expenditures							
22	Salaries & Benefits	\$ 305,683	\$ 1,222,733		\$ 1,359,834	\$ 1,615,732		
23	Operating Expense	\$ 186,514	\$ 279,800		\$ 205,500	\$ 232,410		
24	Subtotal	\$ 492,197	\$ 1,502,533		\$ 1,565,334	\$ 1,848,142		
25	Indirect Percentage	15.00%	15.00%		15.00%	15.00%		
26	Indirect Cost (Line 24 X Line 25)	\$ 73,830	\$ 225,380		\$ 234,800	\$ 277,221		
27	Other Expenses (Not Subject to Indirect %)	\$ (559,551)	\$ (524,511)		\$ 477,514	\$ 998,558		
30	Total Expenditures	\$ 6,476	\$ 1,203,402		\$ 2,277,648	\$ 3,123,921		
31								
32	HSH Revenues*							
33	Prop C	\$ 1,717,464	\$ 4,152,385		\$ 2,546,655	\$ 5,655,054		
34	Prop C - COLA	\$ -	\$ -		\$ -	\$ -		
35	Adjustment to Actuals	\$ (1,710,988)	\$ (2,948,983)		\$ (269,007)	\$ (2,531,133)		
42	Total HSH Revenues	\$ 6,476	\$ 1,203,402		\$ 2,277,648	\$ 3,123,921		
52	Rev-Exp (Budget Match Check)	-	-		-	\$ -		
53								
54								
55	Prepared by	Tiffany Luong						
56	Phone	415.478.3300 ext. 1219						
57	Email	tluong@ecs-sf.org						
58								
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed.							
60	For further information, please see Article 2 of the G-100 Grant Agreement document.							
61								

	A	B	C	D	Q	R	S	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	2/15/2025										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	2/15/2021	1/31/2025	4								
6	Amended Term	2/15/2021	6/30/2027	7								
7	Provider Name	Episcopal Community Services										
8	Program	Rapid Rehousing for Adults										
9	FSP Contract ID#	1000020986										
10	Contract Action	Amendment										
11	Effective Date	2/15/2025										
12	Budget Name	Prop C - Adult Rapid Rehousing										
13		Current	New									
14	Term Budget	\$ 9,900,361	\$ 20,008,725	15%								
15	Contingency	\$ 98,639	\$ 1,516,255									
16	Not-To-Exceed	\$ 9,999,000	\$ 21,524,980									
17												
18												
19												
20												
21	Expenditures											
22	Salaries & Benefits	\$ 941,142	\$ 744,600	\$ 1,685,741	\$ 1,879,387	\$ 1,504,675	\$ 5,445,124	\$ 4,128,662	\$ 9,573,785			
23	Operating Expense	\$ 133,716	\$ 111,822	\$ 245,538	\$ 271,880	\$ 246,538	\$ 1,037,940	\$ 630,240	\$ 1,668,180			
24	Subtotal	\$ 1,074,858	\$ 856,422	\$ 1,931,279	\$ 2,151,267	\$ 1,751,213	\$ 6,483,064	\$ 4,758,902	\$ 11,241,965			
25	Indirect Percentage	15.00%		15.00%	15.00%	15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 161,229	\$ 128,463	\$ 289,692	\$ 322,690	\$ 262,682	\$ 972,460	\$ 713,835	\$ 1,686,295			
27	Other Expenses (Not Subject to Indirect %)	\$ 2,052,827	\$ 11,416	\$ 2,064,243	\$ 3,244,369	\$ 1,379,843	\$ 2,444,837	\$ 4,635,628	\$ 7,080,465			
30	Total Expenditures	\$ 3,288,914	\$ 996,301	\$ 4,285,214	\$ 5,718,326	\$ 3,393,738	\$ 9,900,361	\$ 10,108,365	\$ 20,008,725			
31												
32	HSH Revenues*											
33	Prop C	\$ 3,288,914	\$ 977,873	\$ 4,266,787	\$ 5,718,326	\$ 3,393,738	\$ 17,360,472	\$ 10,089,937	\$ 27,450,409			
34	Prop C - COLA		\$ 18,427	\$ 18,427	\$ -	\$ -	\$ -	\$ 18,427	\$ 18,427			
35	Adjustment to Actuals			\$ -	\$ -	\$ -	\$ (7,460,111)	\$ -	\$ (7,460,111)			
42	Total HSH Revenues	\$ 3,288,914	\$ 996,300	\$ 4,285,214	\$ 5,718,326	\$ 3,393,738	\$ 9,900,361	\$ 10,108,364	\$ 20,008,725			
52	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -			
53												
54												
55	Prepared by	Tiffany Luong										
56	Phone	415.478.3300 ext. 1219										
57	Email	tluong@ecs-sf.org										
58												
59		* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed.										
60		For further information, please see Article 2 of the G-100 Grant Agreement document.										
61												

	A	B	C	F	I	J	M	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	2/15/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Rapid Rehousing for Adults						
7	F&P Contract ID#	1000020986						
8	Budget Name	Prop C - Adult Rapid Rehousing						
9								
10			Year 1			Year 2		
11			Agency Totals	For HSH Funded Program	4/1/2021 - 6/30/2021 New	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE							
14	Director of Scattered Site Housing		\$ 142,902	0.50	\$ 17,863	\$ 142,902	0.50	\$ 71,451
15	Housing Location & Landlord Liaison Associate Director		\$ 115,893	0.61	\$ 17,674	\$ 115,893	0.61	\$ 70,695
16	Rapid Rehousing Manager		\$ 100,053	1.00	\$ 25,013	\$ 100,053	1.00	\$ 100,053
17	Rapid Rehousing Job Developer and Retention Specialist		\$ 58,591	1.00	\$ 14,648	\$ 58,591	1.00	\$ 58,591
18	Rapid Rehousing Stabilization Specialist		\$ 56,046	3.00	\$ 42,035	\$ 56,046	3.00	\$ 168,138
19	Data Analyst and Compliance Specialist		\$ 63,108	0.50	\$ 7,889	\$ 63,108	0.50	\$ 31,554
20	Finance/Accounting		\$ 88,649	1.00	\$ 22,162	\$ 88,649	1.00	\$ 88,649
21	Scattered Site Housing Locator		\$ 58,591	1.83	\$ 26,805	\$ 58,591	2.51	\$ 146,997
22	Scattered Site Housing Locator				\$ -			\$ -
23	Rapid Rehousing Job Development Manager				\$ -			\$ -
24	Rapid Rehousing Job Developer Assistant Manager		\$ 81,207	1.00	\$ 20,302	\$ 81,207	1.00	\$ 81,207
25	Rapid Rehousing Stabilization Specialist				\$ -			\$ -
26	Housing Coordinator and Retention Specialist		\$ 56,046	1.00	\$ 14,012	\$ 56,046	1.00	\$ 56,046
27	Administrative Assistant		\$ 79,551	0.50	\$ 9,944	\$ 79,551		\$ -
37	TOTAL SALARIES		\$ 218,345			\$ 873,381		
38	TOTAL FTE		11.94			12.12		
39	FRINGE BENEFIT RATE		40.00%			40.00%		
40	EMPLOYEE FRINGE BENEFITS		\$ 87,338			\$ 349,352		
41	TOTAL SALARIES & BENEFITS		\$ 305,683			\$ 1,222,733		

	A	B	Q	T	W	X	AA	AD
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	2/15/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Rapid Rehousing for Adults						
7	F\$P Contract ID#	1000020986						
8	Budget Name	Prop C - Adult Rapid Rehousing						
9								
10			Year 3			Year 4		
11			Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 New	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE							
14	Director of Scattered Site Housing		\$ 148,393	0.50	\$ 74,196	\$ 160,246	0.50	\$ 80,123
15	Housing Location & Landlord Liaison Associate Director		\$ 112,914	0.61	\$ 68,878	\$ 126,027	0.61	\$ 76,876
16	Rapid Rehousing Manager		\$ 104,358	1.00	\$ 104,358	\$ 112,683	1.00	\$ 112,683
17	Rapid Rehousing Job Developer and Retention Specialist		\$ 64,701	1.00	\$ 64,701	\$ 72,147	1.00	\$ 72,147
18	Rapid Rehousing Stabilization Specialist		\$ 64,187	3.00	\$ 192,562	\$ 62,428	6.00	\$ 374,568
19	Data Analyst and Compliance Specialist		\$ 67,762	0.50	\$ 33,881	\$ 74,332	0.50	\$ 37,166
20	Finance/Accounting		\$ 85,769	1.00	\$ 85,769	\$ 93,683	1.00	\$ 93,683
21	Scattered Site Housing Locator		\$ 64,187	2.44	\$ 156,617	\$ 65,592	1.83	\$ 120,033
22	Scattered Site Housing Locator				\$ -	\$ 65,592	1.50	\$ 98,388
23	Rapid Rehousing Job Development Manager				\$ -			\$ -
24	Rapid Rehousing Job Developer Assistant Manager		\$ 83,066	1.00	\$ 83,066	\$ 90,209	1.00	\$ 90,209
25	Rapid Rehousing Stabilization Specialist		\$ 64,187	1.50	\$ 96,281			\$ -
26	Housing Coordinator and Retention Specialist		\$ 56,234	0.20	\$ 11,001			\$ -
27	Administrative Assistant				\$ -			\$ -
37	TOTAL SALARIES				\$ 971,310			\$ 1,155,876
38	TOTAL FTE			12.75			14.94	
39	FRINGE BENEFIT RATE				40.00%			39.78%
40	EMPLOYEE FRINGE BENEFITS				\$ 388,524			\$ 459,856
41	TOTAL SALARIES & BENEFITS				\$ 1,359,834			\$ 1,615,732

	A	B	AE	AH	AI	AJ	AK	AL	AO	AR		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL											
4	Document Date	2/15/2025										
5	Provider Name	Episcopal Community Services										
6	Program	Rapid Rehousing for Adults										
7	F&P Contract ID#	1000020986										
8	Budget Name	Prop C - Adult Rapid Rehousing										
9						EXTENSION YEAR			EXTENSION YEAR			
10			Year 5					Year 6				
11			Agency Totals		For HSH Funded Program	7/1/2024 - 1/31/2025	2/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program	7/1/2025 - 6/30/2026
12						Current	Amendment	New				New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary		
14	Director of Scattered Site Housing		\$ 165,417	0.40	\$ 46,474	\$ 19,693	\$ 66,167	\$ 165,417	0.40	\$ 66,167		
15	Housing Location & Landlord Liaison Associate Director		\$ 139,943	0.61	\$ 44,591	\$ 40,168	\$ 84,759	\$ 139,943	0.61	\$ 84,759		
16	Rapid Rehousing Manager		\$ 116,115	1.00	\$ 65,360	\$ 50,755	\$ 116,115	\$ 116,115	1.00	\$ 116,115		
17	Rapid Rehousing Job Developer and Retention Specialist		\$ 72,147	1.00	\$ 40,883	\$ 31,264	\$ 72,147	\$ 72,147	1.00	\$ 72,147		
18	Rapid Rehousing Stabilization Specialist		\$ 66,669	6.00	\$ 219,991	\$ 180,023	\$ 400,014	\$ 66,669	6.00	\$ 400,014		
19	Data Analyst and Compliance Specialist		\$ 77,624	0.50	\$ 21,557	\$ 17,514	\$ 39,071	\$ 77,624	0.50	\$ 39,071		
20	Finance/Accounting		\$ 98,480	1.00	\$ 54,340	\$ 43,812	\$ 98,152	\$ 98,480	1.00	\$ 98,152		
21	Scattered Site Housing Locator		\$ 67,156	1.82	\$ 69,641	\$ 52,382	\$ 122,023	\$ 67,156	1.82	\$ 122,023		
22	Scattered Site Housing Locator		\$ 67,156	1.50	\$ 57,083	\$ 43,652	\$ 100,734	\$ 67,156	3.50	\$ 235,047		
23	Rapid Rehousing Job Development Manager		\$ 108,924	0.75		\$ 81,693	\$ 81,693	\$ 108,924	1.00	\$ 108,924		
24	Rapid Rehousing Job Developer Assistant Manager		\$ 94,160	0.25	\$ 52,324	\$ (29,098)	\$ 23,226			\$ -		
25	Rapid Rehousing Stabilization Specialist					\$ -	\$ -			\$ -		
26	Housing Coordinator and Retention Specialist					\$ -	\$ -			\$ -		
27	Administrative Assistant					\$ -	\$ -			\$ -		
37	TOTAL SALARIES				\$ 672,244	\$ 531,858	\$ 1,204,101			\$ 1,342,419		
38	TOTAL FTE			14.82					16.82			
39	FRINGE BENEFIT RATE				40.00%		40.00%			40.00%		
40	EMPLOYEE FRINGE BENEFITS				\$ 268,898	\$ 212,742	\$ 481,640			\$ 536,968		
41	TOTAL SALARIES & BENEFITS				\$ 941,142	\$ 744,600	\$ 1,685,741			\$ 1,879,387		

	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	2/15/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Rapid Rehousing for Adults						
7	FSP Contract ID#	1000020986						
8	Budget Name	Prop C - Adult Rapid Rehousing						
9	EXTENSION YEAR							
10		Year 7			All Years			
11		Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	2/15/2021 - 1/31/2025	2/1/2025 - 6/30/2027	2/15/2021 - 6/30/2027	
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Current	Amendment	New
13	POSITION TITLE				Budgeted Salary	Change	Budgeted Salary	
14	Director of Scattered Site Housing	\$ 165,417	0.40	\$ 66,167	\$ 290,107	\$ 152,027	\$ 442,134	
15	Housing Location & Landlord Liaison Associate Director	\$ 139,943	0.61	\$ 84,759	\$ 278,713	\$ 209,686	\$ 488,399	
16	Rapid Rehousing Manager	\$ 116,115	1.00	\$ 116,115	\$ 407,467	\$ 282,985	\$ 690,452	
17	Rapid Rehousing Job Developer and Retention Specialist	\$ 72,147	1.00	\$ 72,147	\$ 250,970	\$ 175,558	\$ 426,528	
18	Rapid Rehousing Stabilization Specialist	\$ 66,669	4.00	\$ 266,676	\$ 997,294	\$ 846,713	\$ 1,844,007	
19	Data Analyst and Compliance Specialist	\$ 77,624	0.50	\$ 39,071	\$ 132,047	\$ 95,656	\$ 227,702	
20	Finance/Accounting	\$ 98,480	1.00	\$ 98,152	\$ 344,603	\$ 240,116	\$ 584,719	
21	Scattered Site Housing Locator	\$ 67,156	1.82	\$ 122,023	\$ 520,094	\$ 296,428	\$ 816,522	
22	Scattered Site Housing Locator	\$ 67,156	1.50	\$ 100,734	\$ 155,471	\$ 379,433	\$ 534,904	
23	Rapid Rehousing Job Development Manager	\$ 108,924	1.00	\$ 108,924	\$ -	\$ 299,541	\$ 299,541	
24	Rapid Rehousing Job Developer Assistant Manager			\$ -	\$ 327,108	\$ (29,098)	\$ 298,010	
25	Rapid Rehousing Stabilization Specialist			\$ -	\$ 96,281	\$ -	\$ 96,281	
26	Housing Coordinator and Retention Specialist			\$ -	\$ 81,059	\$ -	\$ 81,059	
27	Administrative Assistant			\$ -	\$ 9,944	\$ -	\$ 9,944	
37	TOTAL SALARIES			\$ 1,074,768	\$ 3,891,156	\$ 2,949,044	\$ 6,840,201	
38	TOTAL FTE			12.82				
39	FRINGE BENEFIT RATE			40.00%				
40	EMPLOYEE FRINGE BENEFITS			\$ 429,907	\$ 1,553,968	\$ 1,179,617	\$ 2,733,585	
41	TOTAL SALARIES & BENEFITS			\$ 1,504,675	\$ 5,445,124	\$ 4,128,662	\$ 9,573,785	

	A	B	E	H	K
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	OPERATING DETAIL				
4	Document Date	2/15/2025			
5	Provider Name	Episcopal Community Services			
6	Program	Rapid Rehousing for Adults			
7	F\$P Contract ID#	1000020986			
8	Budget Name	Prop C - Adult Rapid Rehousing			
9					
10			Year 1	Year 2	Year 3
11			4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
12			Actuals	Actuals	Actuals
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 94,814	\$ 175,000	\$ 110,000
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,400	\$ 10,000	\$ 12,000
16	Office Supplies, Postage		\$ 1,500	\$ 3,000	\$ 5,000
17	Telecommunications		\$ 5,300	\$ 15,800	\$ 13,000
18	Printing and Reproduction		\$ 2,500	\$ 5,000	\$ 2,500
19	Insurance		\$ 5,000	\$ 15,000	\$ 8,000
20	Staff Training		\$ 1,500	\$ 3,000	\$ 3,000
21	Staff Travel - (Local & Out-of-Town)		\$ 2,500	\$ 7,000	\$ 12,000
23	Program / Client Supplies		\$ 32,500	\$ 26,000	\$ 20,000
24	Housing Barrier Funds			\$ 20,000	\$ 20,000
25	Start-up Cost: Furniture for Staff (Desks, Chairs)		\$ 15,000		
26	Start-up Cost: Computers, Telephones, and Fax/Printer		\$ 22,500		
44					
45	TOTAL OPERATING EXPENSES		\$ 186,514	\$ 279,800	\$ 205,500
46					
47	Other Expenses (Not Subject to Indirect Cost %)				
48	Move-in/Rental Assistance				
49	Client Assistance				
50	Mitigation/Mediation				
51	Move-in and Subsidy Funds		\$ 1,151,438	\$ 2,424,472	\$ 726,521
52	Rental Bonus				\$ 20,000
53	FY24 Budget Reduction				
54	Adjustment to Actuals		\$ (1,710,988)	\$ (2,948,983)	\$ (269,007)
60					
61	TOTAL OTHER EXPENSES		\$ (559,551)	\$ (524,511)	\$ 477,514

	A	B	N	O	P	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	2/15/2025				
5	Provider Name	Episcopal Community Services				
6	Program	Rapid Rehousing for Adults				
7	FSP Contract ID#	1000020986				
8	Budget Name	Prop C - Adult Rapid Rehousing				
9					EXTENSION YEAR	
10			Year 4	Year 5		
11			7/1/2023 - 6/30/2024	7/1/2024 - 1/31/2025	2/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025
12			Actuals	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Rental of Property		\$ 116,600	\$ 67,813	\$ 56,706	\$ 124,519
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 15,000	\$ 8,724	\$ 7,430	\$ 16,154
16	Office Supplies, Postage		\$ 10,400	\$ 6,048	\$ 7,496	\$ 13,544
17	Telecommunications		\$ 13,000	\$ 7,561	\$ 723	\$ 8,284
18	Printing and Reproduction		\$ 2,500	\$ 1,455	\$ (773)	\$ 682
19	Insurance		\$ 18,416	\$ 10,710	\$ 3,090	\$ 13,800
20	Staff Training		\$ 3,000	\$ 1,745	\$ 1,851	\$ 3,596
21	Staff Travel - (Local & Out-of-Town)		\$ 15,000	\$ 8,724	\$ 17,741	\$ 26,465
23	Program / Client Supplies		\$ 38,494	\$ 20,936	\$ 17,558	\$ 38,494
24	Housing Barrier Funds				\$ -	
25	Start-up Cost: Furniture for Staff (Desks, Chairs)				\$ -	
26	Start-up Cost: Computers, Telephones, and Fax/Printer				\$ -	
44						
45	TOTAL OPERATING EXPENSES		\$ 232,410	\$ 133,716	\$ 111,822	\$ 245,538
46						
47	Other Expenses (Not Subject to Indirect Cost %)					
48	Move-in/Rental Assistance				\$ 1,776,531	\$ 1,776,531
49	Client Assistance				\$ 184,500	\$ 184,500
50	Mitigation/Mediation				\$ 103,212	\$ 103,212
51	Move-in and Subsidy Funds		\$ 3,509,691	\$ 2,052,827	\$ (2,052,827)	
52	Rental Bonus		\$ 20,000		\$ -	
53	FY24 Budget Reduction		\$ (2,432,494)		\$ -	
54	Adjustment to Actuals		\$ (98,639)		\$ -	
60						
61	TOTAL OTHER EXPENSES		\$ 998,558	\$ 2,052,827	\$ 11,416	\$ 2,064,243

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	2/15/2025					
5	Provider Name	Episcopal Community Services					
6	Program	Rapid Rehousing for Adults					
7	F\$P Contract ID#	1000020986					
8	Budget Name	Prop C - Adult Rapid Rehousing					
9			EXTENSION YEAR	EXTENSION YEAR			
10			Year 6	Year 7	All Years		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 1/31/2025	2/1/2025 - 6/30/2027	2/15/2021 - 6/30/2027
12			New	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Rental of Property		\$ 124,519	\$ 124,519	\$ 564,227	\$ 305,744	\$ 869,971
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 16,154	\$ 16,154	\$ 49,124	\$ 39,738	\$ 88,862
16	Office Supplies, Postage		\$ 13,544	\$ 13,544	\$ 25,948	\$ 34,584	\$ 60,532
17	Telecommunications		\$ 8,284	\$ 8,284	\$ 54,661	\$ 17,291	\$ 71,952
18	Printing and Reproduction		\$ 1,682	\$ 1,682	\$ 13,955	\$ 2,591	\$ 16,546
19	Insurance		\$ 13,800	\$ 13,800	\$ 57,126	\$ 30,690	\$ 87,816
20	Staff Training		\$ 3,596	\$ 3,596	\$ 12,245	\$ 9,043	\$ 21,288
21	Staff Travel - (Local & Out-of-Town)		\$ 31,465	\$ 26,465	\$ 45,224	\$ 75,671	\$ 120,895
23	Program / Client Supplies		\$ 58,836	\$ 38,494	\$ 137,930	\$ 114,888	\$ 252,818
24	Housing Barrier Funds			\$ -	\$ 40,000	\$ -	\$ 40,000
25	Start-up Cost: Furniture for Staff (Desks, Chairs)			\$ -	\$ 15,000	\$ -	\$ 15,000
26	Start-up Cost: Computers, Telephones, and Fax/Printer			\$ -	\$ 22,500	\$ -	\$ 22,500
44							
45	TOTAL OPERATING EXPENSES		\$ 271,880	\$ 246,538	\$ 1,037,940	\$ 630,240	\$ 1,668,180
46							
47	Other Expenses (Not Subject to Indirect Cost %)						
48	Move-in/Rental Assistance		\$ 2,800,151	\$ 1,132,351	\$ -	\$ 5,709,033	\$ 5,709,033
49	Client Assistance		\$ 282,000	\$ 178,500	\$ -	\$ 645,000	\$ 645,000
50	Mitigation/Mediation		\$ 162,218	\$ 68,992	\$ -	\$ 334,422	\$ 334,422
51	Move-in and Subsidy Funds			\$ -	\$ 9,864,949	\$ (2,052,827)	\$ 7,812,122
52	Rental Bonus			\$ -	\$ 40,000	\$ -	\$ 40,000
53	FY24 Budget Reduction			\$ -	\$ (2,432,494)	\$ -	\$ (2,432,494)
54	Adjustment to Actuals			\$ -	\$ (5,027,617)	\$ -	\$ (5,027,617)
60							
61	TOTAL OTHER EXPENSES		\$ 3,244,369	\$ 1,379,843	\$ 2,444,837	\$ 4,635,628	\$ 7,080,465

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Prop C - Adult Rapid Rehousing	Fiscal Year			
		FY24-25			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
6	Director of Scattered Site Housing	0.40	\$ 66,167	Monitors service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments.	\$164,026 x 0.4 FTE
7	Housing Location & Landlord Liaison Associate Director	0.61	\$ 84,759	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online.	\$139,943 x 0.61 FTE
8	Rapid Rehousing Manager	1.00	\$ 116,115	Oversees housing stabilization & retention services, maintains rent payment forms and reporting, collaborates closely with partners on case conferencing and subsidy calculations.	\$116,115 x 1 FTE
9	Rapid Rehousing Job Developer and Retention Specialist	1.00	\$ 72,147	Provides ongoing job development support to RRH participants.	\$72,147 x 1 FTE
10	Rapid Rehousing Stabilization Specialist	6.00	\$ 400,014	Provides ongoing case management assistance, linkages to health, mental health and substance use and misuse services, benefits assistance, assistance with life skills, employment and education and housing location and eviction prevention.	\$66,669 x 6 FTE
11	Data Analyst and Compliance Specialist	0.50	\$ 39,071	Maintains data entered into the ONE System, completes required reports or conducts interim reporting, submit the monthly, quarterly and/or annual metrics into databases.	\$77,624 x 0.5 FTE
12	Finance/Accounting	1.00	\$ 98,152	Administers move-in costs and monthly subsidies, prepares and provides HSH with detailed monthly invoices.	\$98,480 x 1 FTE
13	Scattered Site Housing Locator	1.82	\$ 122,023	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$67,156.32 x 1.82 FTE
14	Scattered Site Housing Locator	1.50	\$ 100,734	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$67,156.32 x 1.5 FTE
15	Rapid Rehousing Job Development Manager	0.75	\$ 81,693	Modify job scope from Assistant Manager to Manager. Supervises RRH Job Developer(s) and employment frontline staff, manages ECS external and internal employment partners and interagency partnerships, outreaches for new RRH employment service partnerships, maintains existing partnerships, completes reporting and program analysis for strategic growth opportunities that align with ECS mission and vision.	\$108,924 x 0.75 FTE
16	Rapid Rehousing Job Developer Assistant Manager	0.25	\$ 23,226	Manages RRH external partners and interagency partnerships, outreaches for new employment service partnerships, maintains existing partnerships, completes reporting and program analysis for strategic growth opportunities that align with ECS mission and vision.	\$94,160 x 0.25 FTE
30	TOTAL	14.82	\$ 1,204,101		
31	Employee Fringe Benefits	40.0%	\$ 481,640	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.	
32	Salaries & Benefits Total		\$ 1,685,741		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Prop C - Adult Rapid Rehousing	FY24-25			
33					
34	<u>Operating Expenses</u>	<u>Budgeted</u>		<u>Justification</u>	<u>Calculation</u>
35	Rental of Property	\$ 124,519	Rent expense		\$10,377 per month
36	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 16,154	Utilities - electricity, water, and gas expenses		\$1,346 per month
37	Office Supplies, Postage	\$ 13,544	Office and meeting supplies expenses; postage		\$1,129 per month
38	Telecommunications	\$ 8,284	Landline, cellphone, Wi-Fi/internet expenses		\$690 per month
39	Printing and Reproduction	\$ 682	Printing and copying expenses		\$57 per month
40	Insurance	\$ 13,800	General and liability insurance coverage		\$1,150 per month
41	Staff Training	\$ 3,596	Staff training expenses		\$300 per month
42	Staff Travel - (Local & Out-of-Town)	\$ 26,465	Local staff transportation expenses		\$2,205 per month
44	Program / Client Supplies	\$ 38,494	Program and client supplies expenses		\$3,208 per month
66					
67	TOTAL OPERATING EXPENSES	\$ 245,538			
68	Indirect Cost	15.0%	\$ 289,692		
69					
70					
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
72	Move-in/Rental Assistance	\$ 1,776,531	Application fees, security deposits, and subsidy payments	\$148,044 per month	
73	Client Assistance	\$ 184,500	\$1,500 of flexible funds per participant, to be used for client furniture, habitability, emergencies and barrier removal	\$15,375 per month	
74	Mitigation/Mediation	\$ 103,212	Repairs to damaged units that are not covered by deposit.	\$8,601 per month	
84					
85	TOTAL OTHER EXPENSES	\$ 2,064,243			

Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee’s ability to apply for future funding or requests for additional funding.

Billing Month/Date	Service Begin Date	Service End Date
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

E. Invoicing System:

- 1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)’s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) and summarized in Excel;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in Excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

Prop C	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. Timely Submission of Reports and Compliance: If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests in Other City Grants

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	July 1, 2024 - June 30, 2028	\$300,000
Department of Homelessness and Supportive Housing	1064-66 Mission Street	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4 th Street	July 1, 2024 - June 30, 2029	\$4,148,358
Department of Homelessness and Supportive Housing	455 Fell Street	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	600 7 th Street	July 1, 2024 - June 30, 2027	\$4,563,224
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2024 - June 30, 2026	\$8,149,529
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - September 30, 2026	\$8,334,072
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - November 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter Services	July 1, 2024 - March 31, 2025	\$5,587,648
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2027	\$29,523,173
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - September 30, 2027	\$6,660,651
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Department of Homelessness and Supportive Housing	Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2027	\$5,208,598

Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - June 30, 2025	\$47,159,399
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2026	\$16,694,903
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2027	\$3,827,306
Department of Homelessness and Supportive Housing	Mainstream Voucher & Adult Rapid Rehousing	July 1, 2020 - June 30, 2026	\$8,586,482
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	July 1, 2024 - September 30, 2026	\$8,840,064
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2026	\$5,730,205
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2027	\$5,774,635
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021- June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - June 30, 2025	\$2,550,000
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2023 - June 30, 2025	\$300,000